State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 21-017

TO: **District Personnel Directors, Business Managers, and Superintendents**

FROM: **Charlie Martin, Deputy Associate Superintendent of School Finance**

DATE: **September 15, 2020**

SUBJECT: **FY 2020-2021 School District Employee Report (SDER)**

Pursuant to A.R.S. §15-941, teacher experience data must be transmitted to the Superintendent of Public Instruction by October 15th at 4:30 p.m.

The Arizona Department of Education (ADE) captures this data through the School District Employee Report (SDER) application. This data is required to calculate your District's Teacher Experience Index (TEI) which may increase your FY 2022 budget limit and equalization assistance. All individuals placed on the Certified list must have been certified through ADE's Certification Unit. All other employees must be included on the Classified list.

Data must be submitted for all employees filling a position in the District as of October 1, 2020.

After the deadline, School Finance will calculate TEI for each district in the state. If a district's data is not submitted and finalized, it will not be included in the calculation. **Reminder: you must click the check box in the Common Logon application to submit your data.**

Report Availability
Teacher Experience Index (TEI) availability dates, and dates in which SDER data may be modified are outlined in A.R.S. 15-941 (D).

1. Preliminary TEI reports will be available on or prior to February 1, 2021, with final TEI reports available on or prior to March 15, 2021. Final TEI figures may differ between the preliminary report and final report even if your district did not modify your data, as the statewide average number of FTE Years of experience value may change due to its recalculated value for the final reports.

2. SDER data may be modified only between February 1 and March 1, 2021.

The SDER instructions are included as part of this memorandum.

The SDER On-Line Application is currently available and ready to accept employee data. This is accessible through Common Logon at https://www.ade.az.gov/CommonLogon/logon.aspx.

If you do not have Common Logon access, please check with your business manager or superintendent. The superintendent or business manager may request a logon for you by filling out a request via Help Desk at http://helpdeskexternal.azed.gov.

If you have any questions or concerns regarding your FY 2020-2021 submission, submit a ticket to the School Finance Analyst Team at http://helpdeskexternal.azed.gov or call the School Finance main phone line at (602)542-5695.

Instructions for School District Employee Report (SDER)

SDER Overview

The primary use of School District Employee Report (SDER) data is to calculate your district's Teacher Experience Index (TEI) pursuant to A.R.S. §15-941. This TEI calculation may have the effect of increasing your budget limit and equalization assistance (state aid) in the subsequent year.

The SDER Employee List provides the prior year's data for each district employee. All full-time and part-time district employees who are paid from the district budget must be reported. All certified personnel employed through a purchased services contract must be included in the SDER. The same information required for district employees must also be included for these purchased services personnel (PSP) employees, except for the benefit percentage, which should not be entered for PSP employees. Please note that the total salary for a PSP employee is each position's invoice amount from the vendor. While PSP teacher data is collected, these individuals will be excluded from the TEI calculation.

Employees paid through an intergovernmental agreement must not be reported on the SDER. A substitute teacher should be listed only if under contract with the district. Retired teachers must be included if they are filling a position whether they are a PSP employee or they work for the district.

Please review your SDER for accuracy of all information. FY 2020 SDER data has been rolled over to this year so employees should exist in the system upon your first entry into SDER this year. Check for proper spelling of names and name changes. Some employee entries may need to be corrected due to changes in job assignment (promotion, transfer, etc.) and/or changes in the school to which the employee is assigned. Note that each teacher's years of experience recorded for FY 2020 will have been increased by one year for FY 2021. This applies to Position Code 108 and Position Codes 200 through 412.

Submitting SDER Data

All Districts must submit their data through Common Logon either by entering data employee by employee directly into the "SDER" application or by uploading data in a text or XML file format. You can find the required file formats within SDER at the top of the File Import page.

If you are submitting a text or XML file, you must submit it to ADE through Common Logon via the SDER application. Once a new file is submitted, **all existing data will be replaced with the data from the new file**. Be sure to check your "import history" under file import. Click on "show details" to

see if you have any errors on the data that you have uploaded. If you have errors, you may correct them individually within the SDER application or by resubmitting a corrected file. After all data is correct, you may go to reports in the SDER application and generate your SDER reports. Historical SDER reports can be accessed here: http://www.ade.az.gov/sder/publicreports.asp.

The final step to submitting your data is to go to the "Status Page" within the SDER application and check the box. By checking the box, you are verifying that the information submitted is accurate and your district will then be eligible to have the Teacher Experience Index (TEI) calculated. Checking the box is your electronic signature stating that you are confirming the data is accurate. Failure to follow this step may have an unexpected effect on your district's state aid funding.

SDER Rules and Definitions

Certified Teacher

A certified teacher is a person who holds a certificate from ADE to work in Arizona schools and who is employed under contract with a school district in a position that requires certification. A teacher with an emergency teaching certificate must be included. Teachers with substitute teaching certificates are to be excluded. Other exceptions include a psychologist or an administrator devoting less than 50 percent of their time to classroom teaching (A.R.S. §15-501(2)).

FTE – Full Time Equivalent

Full-time means employed for a full school day or its equivalent, or for a full class load or its equivalent, as determined by the governing board (A.R.S. §15-501(3)). For purposes of computation, a full-time equivalent (FTE) certified teacher is 1.00 if employed full-time. If the teacher is employed less than full-time, multiply 1.00 by the percentage of a full school day or its equivalent or a full class load or its equivalent to determine the FTE (A.R.S. §15-901(B)(10)).

For example, if a teacher works two periods per day at a school where the full-time class load is five periods, the FTE should be reported as 0.40. An employee should not be reported as greater than a 1.50 FTE. Teachers with one semester contracts shall be reported as 1.0 FTE if they are teaching full days.

Position FTE for M&O includes those employees paid out of M&O, CSF, IIF or any state or federal grant. You are not required to separate FTE between M&O and other funds. However, if your system already breaks this information out, you may report it as such. Total FTE may be recorded under M&O, etc.

Teacher Experience

Complete this column for teachers only – Position Code 108 and Position Codes 200 through 412. You do not need to complete the Total Years Experience field for other certified personnel (e.g., Principal, Special Education Director, etc.). Number of years of experience means the number of years of classroom instruction conducted by a certified teacher in the school district in which the certified teacher is currently employed including the number of years of experience of the certified teacher granted by the school district for the certified teacher on the district's salary schedule for experience outside of the school district (ARS §15-941(E)). A maximum of 15 years will be used in the Teacher Experience Index calculation (ARS §15-941(A)). For a first-year teacher, enter "1" for years of experience. If you enter a value of "0," you will receive a warning stating "You must enter

1 or more for years of experience. If this is a new teacher with no previous teaching experience, please enter 1 in this field."

Example 1

A teacher has worked for your district for 7 years, including the current fiscal year. When she was hired, she received 6 years credit for prior teaching experience on your district's salary schedule. Therefore, her Total Years' Experience is 13 years.

Example 2

A teacher has been teaching at your school district for 10 years. However, he is only at a step on the salary schedule representing 7 years because for several years a step on the schedule was not granted by the Governing Board. For purposes of the SDER, this teacher has 10 years of experience.

Deleting Employees

Individuals who are no longer employed by your district as of October 1 must be deleted unless they are now filling a position in your district as a PSP. When you delete an employee, the row with that employee's data will be highlighted in yellow.

Adding Employees

Enter new employees as well as continuing employees from the previous year who were not included in the prior year. Do not include employees who began employment after October 1 of the current school year. If an employee is assigned to two schools, enter the employee on the listing for each school with the appropriate FTE. The employee's salary at each school should be based on the FTE allocation.

Employee Identification Number

For certified employees, enter the number on the employee's certificate issued by the ADE Teacher Certification Unit or their Social Security Number. For classified employees, you may enter their Social Security Number (SSN) or another identifying ID. If the Social Security Number is not used, the district may assign an alpha, numeric, or alpha/numeric ID (up to 9 characters) for each classified employee. Please make sure that no two employees have the same ID number. Only the last four digits of an of an employee's School ID Number or SSN will be displayed on the Employee List report and the Edit Details, Edit Position, and Edit Salaries screens in the SDER application on Common Logon. All other numbers and characters will be masked by an asterisk (*). The School ID and SSN are editable on the Edit Details screen.

Salary

Each teacher's salary shall reflect the actual salary paid for the reported FTE for each school.

If a teacher works in more than one school, multiply the teacher's salary by the FTE for each school. For example, assume that a teacher's salary is $30,000. The teacher's FTE at School A is 0.40 and his FTE at School B is 0.60. The salary reported for School A would be $12,000 ($30,000 X 0.40), and the salary reported for School B would be $18,000 ($30,000 x 0.60).

Percent of Benefits

Complete this column for teachers only (Position Code 108 and Position Codes 200 through 412). Enter the percentage of salary (e.g., 10%, 15%, etc.) that represents the cost of benefits. Benefits include health insurance, disability insurance, OASI, and retirement that your district provides teachers. Please report the benefits amount percentage rounded to the next whole percent. Use the same average benefits percentage for each teacher in your district. Please exclude any percentage benefits for PSP employees.

Purchased Services Personnel (PSP)

You must identify all certified PSP employees. The Add New Employees screen and the Edit Positions screen in the SDER application in Common Logon allow you to identify PSP employees. The upload file specifications also allow you to identify a PSP employee. Only certified employees and the non-certified (classified) superintendent position, if applicable, may be identified as PSP employees.

Ethnicity/Race

An Ethnicity designation was added that allows an employee to be identified as Hispanic/Latino or not Hispanic/Latino. The Race codes and definitions were modified as shown in the table on the next page. Multiple races may be selected.

Race Codes and Definitions

WH	White: Person has origins in any of the original peoples of Europe, the Middle East, or North Africa.
BL	Black or African American: Person has origins in any of the black racial groups of Africa.
AS	Asian: Person has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
AM	American Indian or Alaska Native: Person has origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
PI	Native Hawaiian or Pacific Islander: Person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Instructions for Assigning Position Codes – Certified

To be included on the certified list, individuals must be certified through ADE's Certification Unit. Otherwise, they must be reported on the classified list.

In the first position, use the code that identifies the assignment where the employee spends 50 percent or more of his or her time. The first position code must always be the highest FTE. If the employee spends an equal amount of time in two positions, the most critical position (in the district's opinion) should be used as the first position. The requirement to split FTE amounts between M&O, CSF, IIF, etc. and "Other" has been removed. The full FTE may be recorded under M&O, CSF, IIF, etc. If your reporting system breaks out the FTE by fund, you may continue to report the portion of FTE as indicated on SDER and split between the two fund types. All teachers,

regardless of their funding source, will be included in the TEI calculation except for PSP teachers.

For the second position, use the code that identifies the assignment where the employee spends less than or the same amount of time as spent in the assignment identified in the first position. The second position must be a different code than the first position code. The SDER system does not allow the entry of more than two positions for one employee. In the event an employee is assigned more than two positions, add the lowest FTE to one of the other positions. If one position is a certified position and the other a classified position, (e.g., Code 207 - Elementary Teacher and Code 012 - Bus Driver), the employee should be listed only on the certified listing.

Code 108 - Head Teacher may only be used in districts having fewer than five teachers.

If a principal (Code 103) or assistant principal (Code 104) also teaches ("…activities . . . which contribute to the instructional programs at the local school level." Arizona Administrative Code R7-2-901), that person must be reported as having two positions with the appropriate FTE. For example: Code 104 Assistant Principal = .75 FTE and Code 217 Music Teacher = .25 FTE.

Code 225 Early Childhood Handicapped (PSH) should be used to report a preschool teacher who holds certification for Early Childhood Handicapped. A certified teacher who teaches preschool will be reported under Code 223 Other.

Administrative Codes 100-107 and 109-111 should be used only for positions requiring an ADE administrator certificate (superintendent, principal, supervisor, etc.). If the position requires ADE certification (not administrator), is not a teaching position, and does not fit into one of the 600 – 605 codes, use Code 606 (Other Certified). Note that Position Code 064 for a non-certified superintendent was added to the Classified Personnel Codes in FY 2012.

Grade Level

Indicate the grade level assignment for all certified employees. Use one of the following codes:

E = Elementary (K-8)
S = Secondary (9-12)
C = Combination

Degrees

Complete this column for teachers using position Code 108 and Codes 200 through 412. Use one of the education codes below for each teacher.

It is extremely important that all employees, but especially teachers, be listed in the appropriate categorical codes. Please use the "Other" codes only when there is no other code that accurately describes an individual's position in your district.

If your district has itinerant teachers meeting needs at multiple schools, these teachers may either be reported under one school or split between two.

Note that teachers who are employed in some capacity at the district level are excluded from the TEI calculation.

Code	Degree	Code	Degree
1	BA	22	MA + 6 hours
2	BA + 3 hours	23	MA + 9 hours
3	BA + 6 hours	24	MA + 12 hours
4	BA + 9 hours	25	MA + 15 hours
5	BA + 12 hours	26	MA + 18 hours
6	BA + 15 hours	27	MA + 21 hours
7	BA + 18 hours	28	MA + 24 hours
8	BA + 21 hours	29	MA + 27 hours
9	BA + 24 hours	30	MA + 30 hours
10	BA + 27 hours	31	MA + 33 hours
11	BA + 30 hours	32	MA + 36 hours
12	BA + 33 hours	33	MA + 39 hours
13	BA + 36 hours	34	MA + 42 hours
14	BA + 39 hours	35	MA + 45 hours
15	BA + 42 hours	36	MA + 48 hours
16	BA + 45 hours	37	MA + 51 hours
17	BA + 48 hours	38	MA + more than 51 hours
18	BA + 51 hours	39	Education Specialist
19	BA + Over 51 hours	40	Doctorate
20	MA	41	Vocational Certificate
21	MA + 3 hours	42	ROTC Certificate

Position Codes – Certified Personnel

The following tables list the only valid certified position codes.

Administrative

Code	Position
100	Superintendent
101	Administrative Assistant
102	Assistant Superintendent
103	Principal
104	Assistant Principal
105	Curriculum Coordinator
106	Personnel Director
107	Supervisor
108	Head Teacher - Only use for districts having fewer than 5 teachers
109	Other
110	Vocational Education Administrator
111	Business Manager
112	Director of Curriculum/Instruction
113	Director of Information Systems & Technology
114	Director of Special Education
115	Special Project Director
116	Department Chair

Elementary & Secondary Teachers (Non-Vocational)

Code	Position
200	Agriculture (Non-vocational)
201	Art
202	Bilingual
203	Business
204	Communication Arts (English, Journalism, Speech)
205	Drama (Dance, Theater)
206	Driver Education
207	Elementary Classroom
208	Exploratory Health Occupation
209	Foreign Languages
210	Gifted
211	Homebound
212	Home Economics (Non-vocational)
213	Humanities (Philosophy)
214	Industrial Art (Non-vocational)
215	Kindergarten Classroom
216	Mathematics
217	Music
218	Physical Education/Health
219	Reading
220	Remedial Education
221	Science
222	Social Studies
223	Other (Includes Preschool with certificate)
224	Computer Science
225	Early Childhood Handicapped (PSH)
226	ROTC

Special Education Teachers – Main Assignment – Major Portion of Students

Code	Position
300	Cross Categorical
301	Educable Mentally Handicapped
302	Trainable Mentally Handicapped
303	Orthopedic Impairment
304	Emotional Disability
305	Specific Learning Disability
306	Multiple Disability
307	Remedial Education
308	Speech and Language Therapy
309	Hearing Impairment
310	Visual Impairment

Vocational Teachers

Code	Position
400	Agriculture
401	Marketing & Distributive Education
402	Diversified Cooperative Education
403	Health Occupations & Homemaking
404	Home Economics (Consumer)
405	Home Economics (Specialized)
406	Home Economics Related Occupations
407	Industrial Arts – Vocational
408	Business Office Education
409	Special Needs
410	Trades & Industrial Education
411	Other – Vocational
412	Adult Vocational Teachers

Adult Education

Code	Position
500	Adult Basic Education
501	Citizenship
502	English as a Second Language
503	General Education Development

Other

Code	Position
600	Coach
601	Guidance Counselor
602	Librarian
603	Media Specialist
604	Psychologist
606	Other
607	Support Specialist
608	Intervention Specialist
609	Title 1 Coordinator
610	Resource Support Specialist
611	Resource Teacher
612	Prevention Coordinator
613	Professional Development
614	Grants Manager

Instructions for Assigning Position Codes - Classified

For classified positions, there is only one position code field available. If you have a classified employee who fills two positions, please combine the FTE for both positions and assign it the position code with the highest FTE. Enter the total FTE for the employee under M & O regardless of the employee's funding source(s).

Position Codes – Classified Personnel

This table lists the only valid classified position codes.

Code	Position
001	Accountant
002	Audiologist
003	Audiometrist
004	Elementary (teacher) aide
005	Secondary (teacher) aide
006	Special Education (teacher) aide
007	Librarian
008	Other – Miscellaneous
009	Attendance Officer
010	Bookkeeper
011	Bookstore Manager
012	Bus Driver
013	Business Manager
014	Buyer
015	Food Service Manager
016	Food Service Worker
017	Cashier
018	Clerical
019	Community services Representative/Resource Worker
020	School Guard Crossing
021	Data Processing
022	Dispatcher
023	Guard
024	Custodian/Maintenance
025	Maintenance Supervisor
026	Mechanic
027	Mechanic Supervisor
028	Media Specialist
029	Dental Hygienist
030	Nutritionist/Dietician
031	Occupational Therapist
032	Personnel Director
033	Physical Therapist
034	Printer
035	Research, Evaluators/Statistician

Position Codes – Classified Personnel (Cont.)

036	Social Worker
037	Supervisor
038	Transportation Director
039	Warehouse & Inventory Worker
040	Other – Maintenance
041	Vocational Education
042	Personnel Assistant
043	Technician
044	Director-Other
045	Nurse
046	Guidance Counselor
047	Speech/Language Therapist
048	Food Service Director
049	Data Processing Director
050	Administrative Assistant
051	Media Assistant
052	Manager/Other
053	Bus Aide
054	Highly Qualified Paraprofessional Aides (Elem)
055	Highly Qualified Paraprofessional Aides (Special Ed)
056	Highly Qualified Paraprofessional Aides (Secondary)
057	Technology Assistant
058	Assistant Nurse
059	Secretary
060	Receptionist
061	Library Assistant
062	Assistant
063	Health Office Aide
064	Non-Certified Superintendent